

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**

☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): International Campaign for Tibet

Travel date(s): April 10 to April 16, 2023

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$4343	\$791	\$87	
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

attached

5/12/2023
(Date)

Thomas O. Melia
(Printed name of traveler)

Thomas O. Melia
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5-12-2023
(Date)

Ben Cardin
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): International Campaign for Tibet (ICT)
2. Description of the trip: The purpose of the trip is to provide first hand information to a small select group of senate foreign policy staffers on the impact of programmatic and political support (see attached)
3. Dates of travel: April 10, 2023 to April 16, 2023
4. Place of travel: Dharamsala, India and New Delhi, India
5. Name and title of Senate invitees: Attached
6. I *certify* that the trip fits one of the following categories:
 - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -**
 - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -**
 - ☐ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -**
 - ☐ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

- ☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

ICT is the sole sponsor of this trip.

The staff del will be accompanied by ICT's Interim Vice President Tencho Gyatso

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The International Campaign for Tibet is a non profit, non partisan, human rights organization that

advocates for human rights and democratic freedoms for the people of Tibet. ICT focuses on educating

and raising awareness on the situation in Tibet and the exile Tibetan community.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Previous congressional staff delegations were sponsored in December 2002, January 2004, May 2005,

October 2018, September 2019, and September 2022.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

ICT educates on the issue of Tibet through a variety of activities including talks, newsletters, email and other electronic media, and by publishing long form reports on the current events in Tibet.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$4250 Detail Attached	\$900 Detail Attached	\$300 Detail Attached	None
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is prepared specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Dharamsala is the base of the Tibetan community in exile, home to many refugees and former prisoners of conscience. The Dalai Lama lives in Dharamsala as well. New Delhi is the capital. (See Attached)

19. Name and location of hotel or other lodging facility:

In New Delhi: Andaz, Gate No 1, Asset 1, Hospitality District, Aerocity, New Delhi 110037

In Dharamsala: Norbu House Hotel, Mcloed Ganj, Dharamsala, HP, India.

20. Reason(s) for selecting hotel or other lodging facility:

The hotel in New Delhi is conveniently located near the Airport. The hotel in Dharamsala is centrally located near most of the institutions to be visited.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging in Delhi is less than the federal per diem rate. The lodgings in Dharamsala are less than the federal per diem rate. The meals in both Delhi and Dharamsala are less than the federal per diem for both those cities.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Round trip airfare between US and New Delhi, India will be Economy Plus class. Round trip airfare between New Delhi and Dharamsala will be economy. Ground transportation in Delhi - (see attached)

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Tencho Gyatso, Interim Vice President

Name of Organization: International Campaign for Tibet

Address: 1825 Jefferson Pl, NW

Telephone Number: 202.785-8591 or 202.785.1515 ext 243

Fax Number: 202.785.4343

E-mail Address: tencho.gyatso@savetibet.org

**Private Sponsor Travel Certificate Form
Attachments**

#5 – Name and title of Senate Invitees:

Name	Title	Office
Megan Reiss	National Security Advisor	Senator Mitt Romney
Adam Kozloski	Foreign Policy Aide	Senator Joni Ernst
Samantha Schiffrin	Foreign Policy and Defense Advisor	Senator Cory Booker
Tom Melia	Senior Foreign Policy Advisor	Senator Ben Cardin
Kate Hunter	National Security Advisor	Senator Tim Scott

#12 – Briefly describe the role of each sponsor in organizing and conducting the trip

ICT will arrange for meetings with relevant leaders in the Tibetan exile community including H.H. the Dalai Lama, President Penpa Tsering and other leaders of the Central Tibetan Administration. ICT will arrange visits to institutions that receive U.S. government funding either through USAID, PRM or The Tibet Fund. Accompanying the Congressional staffers will be ICT Interim Vice President, Tencho Gyatso.

#13 – Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission

The International Campaign for Tibet is a non-profit, non-partisan, human rights organization that advocates for democratic freedoms for the people of Tibet. ICT focuses on educating and raising awareness about the situation inside Tibet and the Tibetan community in exile. The trip will allow Congressional staff to see the impact of US government support for Tibetan exile communities and meet with members of the Tibetan exile community those that are the beneficiary of the funding.

#14 – Briefly describe each sponsor’s prior history of sponsoring Congressional trips.

In its 30 year history the International Campaign for Tibet has facilitated trips of delegations of Members of Congress, and sponsored Congressional staff delegations to Dharamsala, India, the seat of the Central Tibetan Administration. In that time ICT has arranged for congressional staff to meet with His Holiness the Dalai Lama and the Tibetan leadership. ICT has introduced delegation members to Tibetan refugees and toured sites that receive U.S. government funding to help the refugees. This trip will be similar to previous trips and the staffer delegation will be able to see the progress and the challenges faced by the Tibetan exile community.

#15 – Briefly describe the educational activities performed by each sponsor (other than Congressional trips)

ICT educates the American people on the issue of Tibet through a variety of activities including talks, newsletters, email and other electronic media and by publishing long form reports that address current events inside Tibet.

#16

	Transportation	Lodging	Meals	Other
Good Faith Estimate	<p>Total: \$4250</p> <p>Round trip airfare DC - Delhi = \$3500</p> <p>Round trip airfare Delhi - Dharamsala = \$400</p> <p>Ground transportation in Delhi = \$100</p> <p>Ground Transportation in Dharamsala = \$250</p>	<p>Total: \$900</p> <p>Two nights in New Delhi = \$400</p> <p>Three nights in Dharamsala = \$500</p>	<p>Total: \$300</p> <p>New Delhi: \$175</p> <p>Dharamsala: \$125</p>	\$0

#18: reason for selecting location of trip

Dharamsala is the base of the Tibetan community in exile, home to many refugees and former political prisoners. The Dalai Lama lives in Dharamsala as well. New Delhi is

the capital of India, and there are representatives of the Dalai Lama based there who work closely with the government of India and civil society leaders.

#22 Describe the type and class of transportation being provided

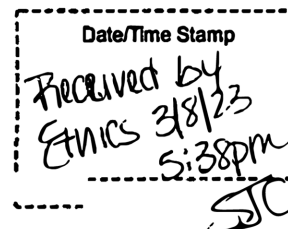
Round trip airfare between the US and New Delhi is in Economy Plus class.

Round trip airfare between New Delhi and Dharamsala is in coach class.

Ground transportation in New Delhi and Dharamsala will be in Standard Toyota Innova SUV with Air conditioning.

RE-1 Employee Pre-Travel Authorization

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved.

**Name of Traveler:**

Thomas Owen Melia

Employing Office/Committee:

Senator Ben Cardin

Private Sponsor(s):

International Committee for Tibet (ICT)

Destination(s):

New Delhi, India and Dharamsala, India

Travel Dates:

April 10 to 16, 2023

NOTE: If you plan to extend the trip for any reason you must notify the Committee.

Explain how this trip is specifically connected to the traveler's official or representational duties.

Senator Cardin is a strong advocate for human rights in China -for the Tibetan people and other minorities. Meeting with the leaders of the Tibetan community in exile in northern India will better inform our advocacy efforts.

Do you have an accompanying family member or spouse on this trip? Name and Relationship to Traveler:

☐

(signify "yes" by checking box)

I certify that the information contained in this form is true, complete and correct to the best of my knowledge.

3/8/23

Date

Signature of Employee

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

(President of the Senate, Secretary of the Senate, Sergeant at Arms,
Secretary for the Majority, Secretary for the Minority, and Chaplain)

Senator Benjamin Cardin

Thomas O. Melia

(Print Senator's/Officer's Name)

hereby authorize

(Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate.

☐

(signify "yes" by checking box)

3/8/23

Date

Signature of Supervising Senator/Officer

CHRISTOPHER A. COONS, DELAWARE, CHAIRMAN
JAMES LANKFORD, OKLAHOMA, VICE CHAIRMAN

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

JAMES E. RISCH, IDAHO
DEB FISCHER, NEBRASKA

SHANNON HAMILTON KOPPLIN, CHIEF COUNSEL AND STAFF DIRECTOR
WILLIAM B. CABLE, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

TELEPHONE: (202) 224-2981
FACSIMILE: (202) 224-7416
TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

April 5, 2023

Thomas Melia
Office of Senator Benjamin L. Cardin
United States Senate
Washington, DC 20510

Dear Mr. Melia:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel to the Senate Staff Delegation Visit in New Delhi and Dharamsala, India on April 10–16, 2023, sponsored by the International Campaign for Tibet (ICT). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from ICT in connection with this trip.

Background

Based on your communication with the Committee, the background in this matter is as follows.¹ You are employed as a Senior Foreign Policy Advisor for the Office of Senator Benjamin L. Cardin. ICT invited you to travel to the Senate Staff Delegation Visit in New Delhi and Dharamsala, India on April 10–16, 2023. ICT certified to the Committee that it will pay the necessary expenses² related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. ICT has also certified that although it retains or employs one or more registered lobbyists, it is an organization designated under § 501(c)(3) of the Internal Revenue Code,³ and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.⁴

Discussion

Privately-sponsored travel includes any gift of travel and travel-related expenses for travel outside the Senate duty station, including transportation, lodging, food and refreshments, and conference fees and materials, whether paid for directly, reimbursed, or provided directly, from a private individual or entity, in connection with a Member's, officer's, or employee's

¹ If this letter does not correctly recite the facts, contact the Committee immediately.

² The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

³ 26 U.S.C. § 501(c)(3).

⁴ The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

official Senate duties. Incorporating reforms from the Honest Leadership and Open Government Act of 2007 (HLOGA), Pub. L. 110–81 (2007), Senate Rule 35.2 permits Members, officers, and employees to accept privately-sponsored travel only with the prior written approval of the Committee.

The Committee's approval process is governed by the *Regulations and Guidelines for Privately-Sponsored Travel and Glossary of Terms* (collectively, *Travel Regulations*). The *Travel Regulations* contain detailed requirements regarding who may sponsor travel; time limits for trips; and the type and amount of expenses that can be reimbursed.

Entities that do not retain or employ a lobbyist or foreign agent and all non-profit organizations designated as tax-exempt organizations under § 501(c)(3) of the Internal Revenue Code of 1986, regardless of whether they retain or employ a lobbyist or foreign agent, may sponsor foreign trips for up to seven days. The seven-day limitation means seven 24-hour periods, calculated from the time of arrival in the trip location to the time of departure from the trip location. For such trips, neither lobbyists nor foreign agents may accompany a Senate invitee at any point throughout the trip, other than in a *de minimis* way.⁵ This means that neither lobbyists nor foreign agents may accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited.⁶

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.⁷ However, ICT represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.⁸

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

⁵ The term "*de minimis*" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 3.

⁶ See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel* at 5; see also *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2-3.

⁷ See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

⁸ 26 U.S.C. § 501(c)(3).

Consistent with these standards and Committee precedent, ICT's factual representations, it appears that it is permissible for you to accept necessary expenses from ICT in connection with this trip, provided that the actual travel and travel-related expenses conform to the information and materials you provided, and the travel and all required documents are disclosed to the Secretary of the Senate (Office of Public Records).

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).⁹ The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 11, 2019, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$415 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Shannon Hamilton Kopplin
Chief Counsel and Staff Director

Enclosure: Travel Checklist

⁹ 5 U.S.C. § 7342.



Senate Staff Delegation visit to Dharamsala, India

Monday, April 10, 2023 – Sunday, April 16, 2023

Itinerary

Monday, Apr. 10

5:20 pm Depart Washington, D.C. to New Delhi on United Airlines from Washington Dulles International Airport
Flight duration: 18hr 20 min (1 stop JFK)

Tuesday, Apr. 11

9:30pm Arrive Indira Gandhi International Airport, New Delhi
Transfer to Andaz Hotel, Aerocity hotel and rest overnight
Address: Gate No. 1, Asset No.1, Hospitality District Delhi, Aerocity, New Delhi, Delhi 110037, India

Wednesday, Apr. 12

7:30am Check out and Depart hotel for airport to Dharamsala

9:45am Depart New Delhi (DEL) for Dharamsala (DHM)
by Spice Jet flight
Flight duration: 1hr 20 min

11:10am Arrive Dharamshala airport
Welcome by Tencho Gyatso, Interim Vice President, International Campaign for Tibet

Transfer to Norbu House hotel

- 11:30am Arrive hotel and check in - McLeod Ganj, Dharamsala
- 12:00Noon **Lunch and Trip overview and briefing with ICT's Tencho Gyatso**
Tencho will provide a general briefing and overview of the afternoon schedule, offering background information on the members of the Tibetan leadership that the delegation will be meeting in the afternoon, and overviews of the various departments and offices that they head.
- 1:45pm Depart for CTA
- 2:00pm **Meeting with Mr. Penpa Tsering, President (Sikyong), Central Tibetan Administration (CTA).**
Established in April 1959, the CTA is the continuation of the government of Tibet in exile and the true representative of the Tibetan people. The Sikyong, or President, of the CTA is elected by the Tibetans in exile and heads the Kashag, the highest executive office of the CTA, which runs and fulfills all its executive and administrative responsibilities. The Sikyong will discuss the CTA's various projects, and how his administration is working towards finding a solution for the future of Tibet in light of the current challenges, including political, environmental, cultural, and economic challenges.
- 3:00pm **Visit and tour of Tibet Museum & Library of Tibetan Works and Archives (LTWA)**
The *Tibet Museum* aims to educate the exile Tibetan community and visitors to Dharamsala through presentations on Tibet's rich history and culture. The Tibet Museum's permanent exhibition is the "I am Tibetan and This is my story" project. Tibet in this museum has a past, a present, and a future. Through objects, archives, photographs, and personal testimonies, we highlight Tibet's historical, political, and international importance by showcasing our culture, recent history in exile, and the teachings and legacy of His Holiness the Dalai Lama. The museum also addresses the many crises facing Tibetans in Tibet today, such as human rights abuses, exploitation of the environment, and curbs on cultural preservation. The Tibet Museum highlights Tibet's cultural and political struggle, and the resilience.
- The *LTWA* serves as a national library, museum, and archive for the Tibetan community and is also a repository for significant collections of artifacts, manuscripts, and other records, while also serving as a center for language and cultural education. Tibetan refugees have carried hundreds of ancient Tibetan manuscripts into India, often guarding them with their lives. Many of these precious texts are preserved in this Institute, and today it is internationally recognized as a pre-eminent education center and

houses numerous manuscripts and artifacts in its museum. We will meet Ven. Geshe Lhakdor, Director of the Museum, to gain an understanding of the Institute and Tibetans' efforts to restore, protect, and preserve their culture in exile from their homeland.

- 4:00pm **Meeting with Deputy Speaker of Tibetan Parliament in Exile**
Instituted in 1960, the Tibetan Parliament-in-Exile is the highest legislative organ of the Tibetan refugee community. The Tibetan Parliament-in-Exile is headed by a Speaker and a Deputy Speaker, who are elected by the members amongst themselves. The Speaker and Deputy Speaker will update on the work of the Tibetan Parliament and Tibetan people's efforts to transition to a secular democracy in exile. This interaction offers an opportunity to understand the Tibetan democratic process in exile.
- 5:00pm Depart to Norbu Hotel
- 6:30pm **Dinner with guests from Central Tibetan Administration**
Guests will include Kalon Norzin Dolma, Minister, Mr. Karma Choeying, Secretary, and Mr. Tenzin Lekshay, Spokesperson and Addt'l Secretary of the Department of Information and International Relations. The Kalon will offer welcome remarks and the delegation will have an opportunity to engage discussions on the governance structure of the CTA, the democratic process that has been established in exile, as well as the CTA's efforts and interactions with the US and other governments around the world in raising awareness about the issue of Tibet.
- 8:00pm End of day

Thursday, Apr. 13

- 8:00am **Briefing breakfast with Tencho Gyatso**
Overview of schedule, programs, and meetings in Dharamsala.
- 8:30 am Depart hotel
- 9:00am **Visit to Tibetan Children's Village School (TCV)**
The Tibetan Children's Village was established in early 1960 to give much needed care and education to the many children who had been orphaned or separated from their families while arriving as refugees in India. TCV today has several thousand children under its care and the school model has received numerous awards and praise for its work with Tibetan children. The group will visit the school, classrooms, and observe how Tibetan language and culture are taught alongside a modern education.

11:30am Lunch

12Noon Depart for CTA

1:30pm **Briefing with Tibetan Center for Democracy and Human Rights (TCHRD).**

The TCHRD is a non-governmental human rights organization that monitors, researches, and produces information on the human rights situation in Tibet. We will hear from some of the scholars about their research and analysis. We will also hear from Ms. Tsering Tsomo, Executive Director of TCHRD, who will give an overview of the current human rights situation in Tibet. This session will enable the delegation to see how Tibetan researchers and human rights advocates are undertaking their work in exile.

3:15pm **Interaction with Tibet Policy Institute (TPI).**

The TPI serves as a think tank and intellectual hub for the CTA, gathering scholars and experts on topics related to Tibet. The scholars at the TPI will present their work and the delegation will have an opportunity to hear how Tibetan scholars and researchers are working at the CTA.

4:45pm **Visit and learn about the preservation of Tibetan traditional arts at the Tibetan Institute of Performing Arts (TIPA).**

The Tibetan Institute of Performing Arts (TIPA) is a premier institute that is entrusted with the responsibility of preserving and promoting Tibet's rich musical heritage and arts. Founded in August 1959, it was one of the first institutes established by His Holiness the Dalai Lama. Dance and music have always been integral to the Tibetan culture and are considered to be one of the key components of the traditional "five minor sciences." We will meet members of this vibrant institute, which includes instructors, artists, administrative staff, craftsmen, and students who live on the premises of the institute. We will visit the Institute's museum and learn about its growth and contributions for exile Tibetan communities everywhere.

6:00pm Dinner

7:00pm Return to Hotel

Friday, Apr. 14

7:00am **Briefing breakfast with ICT's Tencho Gyatso**

Overview of schedule, programs, and meetings in Dharamsala.

7:30am Depart Hotel for Tsugla-khang

8:00am **Receiving line audience with His Holiness the Dalai Lama**
His Holiness the Dalai Lama is the spiritual leader of the Tibetan people. He was forced to flee into exile in 1959. He is one of the world's foremost exponents of non-violence and was awarded the Nobel Peace Prize in 1989. The Dalai Lama has developed his Middle Way initiative to resolve the Tibetan issue in consideration of the interest of both the Tibetans and the Chinese people. Facing the thread of religious and cultural extinction and believing in resolving conflicts through serious dialogue and not confrontation, the Dalai Lama has since many decades relinquished the goal of independence with the Chinese Constitution. This approach also takes into consideration the People's Republic of China's security and stability concerns. The group is scheduled to have a brief audience with His Holiness and may have opportunity to discuss the Tibetan issue and His Holiness's middle way approach.

10:00am **Visit the Tsug-lag-khang, Namgyal Monastery and Kora circuit**
The *Tsuglagkhang* (pronounced *Tsug-Lag-khang*) refers to the main temple that is near the residence of His Holiness the Dalai Lama and Namgyal Monastery, which is next door to it. The Tsuglagkhang is the first temple built by the Tibetans in exile and contains numerous sacred Buddhist statues that Tibetan refugees rescued from Tibet and brought with them into exile. Namgyal Monastery is historically connected to the Dalai Lamas and Tibetan historical heritage. It is the personal monastery of His Holiness the Dalai Lama, and is non-sectarian and responsible for maintaining ritual practices and teachings of all the four main lineages of Tibetan Buddhism. The monks of Namgyal perform all the rites and rituals for the successive Dalai Lamas and are especially adept at ritual dances and offering creations like sand mandalas and butter sculptures. The visit will provide an overview of Tibetan Buddhist's traditional way of learning and life in the monasteries. The Kora circuit is the path encircling the residence of His Holiness, where one can see the memorials and collections of photographs of Tibetans who have self-immolated since 2009.

11:00am **Visit the newly established Dalai Lama Library and Archive**
The Dalai Lama library and archive is the newly built hub for preservation and archiving all of the teachings of the Dalai Lama so that people can have access. The audio visual section of the library works to connect and broadcast the Dalai Lama's teachings around the world. The delegation will meet senior staff and learn about the library's effort and outreach in promotion and preservation of His Holiness's vision for Tibet and for peace and harmony in the world.

12:00Noon Lunch with Sikyong Penpa Tsering

The delegation will have a lunch meeting with Sikyong Penpa Tsering to learn and discuss in more detail some of the opportunities and challenges for Mr. Tsering's administration in the road towards building a more peaceful future for Tibet and the Tibetan people.

2:00pm Visit to Gyuto Monastery

The Gyuto Monastery traces its history to a disciple of the first Dalai Lama. First established in 1474 AD, it became a center for learning and practice of Tibetan Buddhist tantra. The current Gyuto Monastery was inaugurated in 1996 by His Holiness the Dalai Lama, and has around 500 monks, including lamas, tulkus, teachers, students, and monks who have come from Tibet, Mongolia, Ladakh, Sikkim, Mon, Spiti, and other places. It is a vibrant, full-fledged monastic community and gives a sense of the preservation and the practice of transmission of teachings taking place in exile in India.

3:00pm Visit to Norbulingka Institute

The Norbulingka Institute is dedicated to the training and preservation of traditional Tibetan arts and culture, including Tibetan painting, wood carving, and weaving. We will have a guided tour of the center with one of the Institute staff to meet and visit some of the artist workshops and see how Tibetans are developing and maintaining their traditional woodworking, painting, and stitching crafts skills.

4:30pm Meeting with civil society and Tibetan NGOs

We will meet with leaders from Tibetan Youth Congress (TYC), the National Democratic Party (NDP), and the Tibetan Women's Association (TWA). The TYC, established in 1970, is a non-governmental organization of Tibetans that advocates for independence of Tibet. The National Democratic Party is a membership-based political party founded by the TYC in 1994, and it operates as the only Tibetan national political party with its mission statement, manifesto, and elected leadership. The third organization, TWA, was formally established in 1984 and works to promote Tibetan women's empowerment and raise global awareness of the critical situation in Tibet. They will discuss their work and engagement within the Tibetan diaspora communities.

5:30pm Rest

7:00 pm Dinner and final trip review with ICT's Tencho Gyatso

Discussion, feedback, and conversation over the meetings and programs over the last few days in Dharamsala. ICT has been organizing this trip for many years, but we would like to find out what was useful and how to

improve the program to offer the best exposure and productive learning trip for our future staff delegations. This trip only touches on a few aspects of the Tibetan community and experience, but there is much more to understand and learn.

8:30pm End day – return to hotel

Saturday, Apr. 15

8:30am Breakfast

9:00am **Visit hermitages and other locations around Dharamsala including Swarg Asharm, first residence of His Holiness in Dharamsala**

Tibetan buddhist culture is intrinsic to the way of life of Tibetans. On the final day of the trip, Tencho will lead the delegation to visit and learn about the history of Dharamsala and learn about the challenges and history of the Tibetans first arrival and resettlement here. They will visit a few places of interest, including some small hidden hermitages, the first residence of the Dalai Lama and have a broad overview of Dharamsala from 1960 to present day.

11:30am **Check out and depart hotel or Dharamshala airport**

1:30pm **Depart Dharamshala (DHM) for Delhi (DEL)**

by Spice Jet flight *Duration: 1hr 25 min*

3:00pm Arrive Delhi and transfer to Andaz

3:30pm Check in and rest

9:00pm Check out hotel and depart for IAG Airport

11:30pm Travel to Washington, D.C., from Indira Ghandhi International Airport, New Delhi

Sunday, Apr 16

10:00am Arrive Washington Dulles Airport